

Professional and Managerial Branch
Personnel Administration Group
Safety Series

TRANSIT SAFETY AND SECURITY COORDINATOR

09/00 (REB)

Summary

Under direction, manage Mass Transit safety and security activities and training.

Typical Duties

Direct, plan, evaluate and implement department safety and security protocols. Involves: meeting with management to assess policy needs and training goals; maintaining familiarity with current Federal, state, local and grant regulations pertaining to transit safety and security to incorporate them into department practice; directing or conducting inspections of work areas, vehicles or transit routes to determine safe limits of exposure to hazardous conditions, materials and practices and compliance with Federal Transit Administration (FTA) and Environmental Protection Agency (EPA) regulations; ensuring documentation and required reporting of inspection results; designing procedures to enhance property security; enforcing safety and security policies when non-compliance is discovered; collecting and analyzing data on accident or incident trends; providing quality assurance and control evaluations of service facilities and vehicles; determining allocation of parking facilities; assisting in enforcing drug and alcohol policies; providing training on sexual harassment, Americans with Disabilities Act (ADA) compliance, drug and alcohol policies and related matters; conducting first line departmental investigations of alleged misconduct as directed; monitoring performance of contract security companies; reviewing equipment purchase and construction specifications for safety and security considerations as assigned.

Direct and conduct new operator employee training. Involves: conferring with operations management to identify training needs; designing course content including Commercial Driver's License (CDL) training, defensive driving, passenger relations, department policies and related topics; directing or scheduling course sessions and guest lecturer arrangements; directing or conducting classroom and road training for operator staff; recommending personnel to pass training course successfully; directing acquisition of training or informational materials.

Act as liaison with outside agencies interested in safety policies. Involves: conferring with federal, state or local public safety or environmental agencies to ensure and document compliance with applicable regulations; coordinating training for environmental and security plans and procedures with outside agencies; maintaining contact with pertinent professional, academic or City organizations to facilitate mutual assistance and keep abreast of current research, new or pending regulations, and technical developments; representing department within authorized limits.

Supervise assigned staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for supervisor, coworkers or subordinates as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under general supervision; logging activities, and preparing recurring or special activity or status reports.

Minimum Qualifications

Training and Experience: A Bachelor's Degree from an accredited college or university in Business or Public Administration, Risk Management, Psychology, Engineering or a related field, plus four (4) years professional experience identifying, analyzing, reducing or correcting unsafe facilities, working conditions and practices; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: occupational hazards and safety standards risk management concepts and practices; defensive driving techniques; accident reporting procedures and analysis;

applicable federal, state and local safety standards and laws. Good knowledge of: training and presentation practices and techniques; data collection and analysis techniques. Some knowledge of: Workers' Compensation laws; insurance claims preparation; supervisory practices and techniques.

Ability to: conduct inspections and investigations involving safety-related matters; analyze, recommend and monitor safety and security procedures; make on-the-spot decisions in immediately hazardous situations; develop, direct and conduct formal and informal training courses utilizing modern teaching aids; plan and conduct research studies; perform mathematical calculations involving percentages, correlations and ratios to identify and analyze trends; express oneself clearly, concisely and persuasively orally and in writing; establish and maintain effective working relationships with employees, department management, officials, outside agencies and the general public; update, maintain and preserve pertinent documentation and records.

Skill in the safe operation and care of: generic office productivity software; motor vehicle.

Physical Effort and Work Environment: Occasional: moving over uneven work site terrain which includes climbing stairs and ladders; exposure to varying weather conditions; operation of a motor vehicle through city traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent license issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL